

# **ATTACHMENT G**

## **Fare Collection**

### **SOP**

Title of Procedure:	Daily Bus Farebox Cash Revenue Variance Analysis Procedure	Procedure Number		Revision Date	
Division	Financial Services	Revision Level		Original Issue Date	

Reference Documents	FTA Circular 5010.1D, Chapter VI, Section 2(e) 3(b)3	Reconciliation of Assets
	Bulletin S-1463-Logging on to the Farebox (2/3/09)	Login Process
	Daily Bus Farebox Cash Processing -- Process Map_Draft 9 (QA document no. DBFBXCP-01)	Daily bus farebox cash and variance analysis processing - MDT

References to other documents, standards or local, state or federal mandates that amplify or reinforce requirements stated are listed here.

## 1.0 Purpose

To establish procedures, identify responsible staff and related responsibilities for reconciling and reporting Daily Bus Farebox Cash Revenue collected to bank deposits and system reports.

## 2.0 Scope

This procedure applies to all revenue collected (cash) on MDT buses.

## 3.0 Responsibility

The responsibilities of those involved in the audit process are defined, as follows:

Individual	Responsibilities
Manager, Treasury Services	<ul style="list-style-type: none"> <li>Manages the efficient and effective safeguard, count and deposit of revenue collected (cash) on MDT buses. This includes probing and removal of cashboxes, removal and setting aside of bypass cashboxes; ensure vaulting of cashboxes into mobile safes and removal and transport of mobile safes; ensure counting and recording of all mobile safes and cash boxes and deposit into bank; ensure entry of all cash amounts into daily reports and into NextFare system templates; ensure delivery of Treasury Services reconciliation package to MDT Finance, Administration &amp; Business Initiatives Revenue Administration section.</li> </ul>
Controller, MDT Finance Administration & Business Initiatives	<ul style="list-style-type: none"> <li>Manages the daily reconciliation of farebox revenue collected (cash) to daily deposit and explanations of variances greater than 1%; compilation of the monthly kiosks revenue collected to deposit reconciliation.</li> </ul>

## 4.0 Procedure

### Cash Counted Revenue Management – MDT Finance Administration & Business Initiatives / Treasury Services

- Probe each bus farebox; remove and transport mobile safes, bypass bus cashboxes and cashboxes; remove, count and record cash from mobile safes, bypass buses and random audit selected cashboxes, individually; deposit cash into bank

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- Enter cash counted data into the NextFare system (NFS), by garage, no later than next business day of counting; review and validate cash counted to NFS 931 report to validate revenue data entries;
- Deliver Treasury Services reconciliation package to MDT Finance Administration & Business Initiatives Revenue Administration same day, but no later than next business day of counting

#### Cash Revenue Variance Management – MDT Finance Administration & Business Initiatives / Revenue Administration

- Review daily Bus Revenue Report package from Treasury Services.
- The package includes:
  - Bus Summary Report
  - Bus Revenue Report
  - Location Denominated Media detail listing
    - TVM
    - Central
    - Northeast
    - Corporate Cash
    - User Friendly Box
    - Transfer
    - Parking
- Printout report NFS004 for previous revenue collection day.
- Update Sales summary by location and fare product spreadsheet
  - Enter revenue collection data by garage from system reported report (NFS004)
  - Enter data by garage from Bus Summary Report (cash counted by Treasury Services)
  - Display daily variance by garage
  - Review, document and resolve all variances equal to or greater than 1%.
- Distribute daily reconciliation report to Supervisor
- Distribute monthly report to Controller
- Review, validate and document variances that exceed 1%; Compare the data entries entered manually by Treasury Services in their daily revenue package with the entries shown in the NFS 931 report and account for any necessary corrections in variance analysis
- Review report NFS 087 showing mobile safe pull times and determine whether any cashboxes probed before 2:00 am were vaulted into the next transit day's mobile safe, and account for any such events in variance analysis;
- Review and validate NFS report 092 to compare cash counted by safe with system-probed data by safe, and account for any such events in variance analysis; compare sales by bus to probed cashbox data
- Prepare weekly draft discrepancy report to Controller of all variances that are not reconciled within 1%. Controller must review and approve report within 2 days of receipt and submit final report to Deputy Director.

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- Review daily Report of Collection (ROC) from the Treasury Services
- Validate all of the entries between the Daily Cash Report (Treasury Services) and the Sales Summary by location and fare product.
- Prepare Report of Collection (ROC) Form.
- Validate ROC against Daily Cash Report (Treasury Services) and the Sales Summary by location and Fare Product spreadsheet
- Enter ROC into FAMIS
- MDC Finance Department posts ROC and reconciles against bank Deposit
- Controller reviews and approves monthly reconciliation variance report and submits final report to Deputy Director.
- Controller reviews, approves and transmits monthly variance report that exceed  $\pm 1\%$  to Deputy Director.